



Civil Service Commission

Monroe County, New York

Jean Carrozzi
Chairperson

Brayton McK. Connard, SPHR
Executive Director

January 20, 2017

BRENDALEE ESPADA
162 WOODRIDGE COURT #5
IRONDEQUOIT, NY 14622

Dear Candidate:

We have received the results of the written portion of your **MOTOR VEHICLE REPRESENTATIVE TRAINEE, OC-67271**, and you have received a passing score. **You will not receive your written score until the eligible list has been established.**

In order for your name to appear on the eligible list, you must pass a **Qualifying Data Base Clerk Performance Test as outlined in the exam announcement.** Failure to appear for your scheduled performance test will result in a failing grade.

Your performance test has been scheduled for:

Saturday, February 04, 2017 at 9:00 AM at:

City Place

50 West Main Street

Rochester, NY 14614

Please refer to the enclosed map for location and directions. You will enter through the side door, (located on West Main Street by the bus stop and alley), take the elevator on the left-hand side of the lobby and proceed to the 3rd floor. *Unless there is an event, most parking is free downtown on the weekends. Be mindful of where you park.*

Bring this letter and some type of identification containing a photograph and/or signature with you to the test site. You will also need a pen or pencil.

Please arrive fifteen minutes before your scheduled test time. **If you are late, we may not be able to administer the test to you.** The entire test should take no longer than two (2) hours. If you have any questions, please call Mary Kay at 753-1723. Please leave a message if she is unavailable and she will return your call as soon as possible.

The test will consist of three parts. In part one, you will be required to add, delete and update various records in a database. In part two, you will be required to look up records in a database and write down selected information from the records onto printed forms. In part three, the computer will present questions about the information that you wrote down in part two. You will enter your answers directly into the PC. Your rating on this test will be based on the amount of data entered, the accuracy of those entries and your ability to follow directions.

Candidate sign in presence of Admission Proctor